



TRANSPORTATION PLANNER/SENIOR TRANSPORTATION PLANNER

Purpose:

To actively support and uphold the City's stated mission and values. To perform professional planning work in the areas of architectural planning, transportation planning, and transit planning; and to act as project manager of assigned projects.

Distinguishing Characteristics:

Transportation Planner – This is the entry-level class in the professional transportation planning series. Incumbents of this class perform moderately difficult professional planning work. This class is distinguished from the Senior Transportation Planner in that the latter class involves work of greater size, complexity, creative demands and public relations problems in assigned projects or functions. As assigned responsibilities, breadth of knowledge, increase in experience, and registration is received, a Transportation Planner may reasonably expect their positions to be reassigned to the next higher class of Senior Transportation Planner.

Senior Transportation Planner – This is the journey level class within the professional transportation planning series. Employees within this class are distinguished from the Transportation Planner by the greater complexity of the assignments received and by the greater independence with which an incumbent is expected to operate. Incumbents are expected to complete complex transportation planning assignments requiring the use of judgment and initiative in development solutions to problems, interpreting general policies, and determining work assignments. Employees at this level receive only occasional instruction or assistance as new and unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in the class are flexibly staffed and are normally filled by advancement from the lower class of Transportation Planner; or when filled from the outside, require prior advanced technical or professional transportation planning work experience. Appointment to the higher class requires that the employee perform a higher complexity of transportation planning work, and have at least two years of responsible transportation planning experience equivalent to that of a Transportation Planner. Possession of a Master's degree in Urban or Transportation Planning or related field, or certification as a Certified Planner from the American Institute of Certified Planners may substitute for one year of experience.

Supervision Received and Exercised:

Transportation Planner

Receives direction from the Assistant Transit Administrator or from other supervisory or management staff.

May exercise technical and functional supervision over paraprofessional and technical staff.

Senior Transportation Planner

Receives direction from the Deputy Public Works Manager – Transportation, Transit Administrator, or from other supervisory or management staff.

May exercise direct supervision over professional, technical, and clerical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Coordinate and provide design, technical support, and project management functions for all bicycle and pedestrian capital improvement projects, including neighborhood pedestrian design and traffic calming programs, and bicycle and pedestrian plan implementation.
- Provide technical engineering, planning, or architectural support services relative to assigned area of responsibility; provide assistance to construction inspectors in the interpretation of plans and resolutions of problems during construction; coordinate rights of way issues and acquisitions with Municipal Property Specialist; work with engineering and other staff on major street and intersection improvement projects.
- Develop transit oriented design guidelines and coordinate implementation through development review process.
- Coordinate and administer professional services contracts, payments, grant reimbursements, and other required documentation.
- Administer and coordinate federally funded projects; develop grant applications and design concept reports.

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- Participate in the planning, design, and project management of major transit capital projects including transit centers, rail studies and implementation, standard and artistically designed bus stop improvement and installation programs, new and retrofit landscaping projects, and fueling facilities, including alternate fuels and electric charging stations.
- Coordinate with traffic engineering, traffic operations, engineering and other city divisions and departments for bus priority treatments and intelligent transportation system applications, design and installation including bus pull-outs, signal timing technologies, dedicated bus lanes and "queue jumpers."
- Participate in the planning and development of the city's capital improvement plan as it relates to transit facilities, bicycle and pedestrian improvements, mass transit stops, street improvements, and neighborhood traffic management planning; provide capital improvement and operating budget estimates for transit related projects.
- Work with the city's Community Outreach and Marketing Coordinator and other city staff to coordinate public/neighborhood involvement and consensus building on capital projects as needed.

In addition to the above duties, the Senior Transportation Planner may:

- Exercise responsibility for major transportation planning projects or studies such as comprehensive transportation plan development, air quality plans, parking and transportation demand management, transportation model development and maintenance.
- Conform city, state and federal policies, rules and regulations pertaining to all modes of transportation planning.
- Administer and/or participate in the evaluation of existing and potential transit services and make recommendations for service, program and policy changes.
- Coordinate specification development, public input, and other major pre-design elements of transportation capital projects.
- Participate in meetings to address and resolve neighborhood complaints, concerns or inquiries involving the city's transportation plan or activities.
- Administer and/or coordinate the city's transportation model and inputs/outputs related to the regional transportation model.
- Other related duties as assigned.

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Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Transportation Planner

Three years of professional planning experience in transportation planning or architectural design.

Senior Transportation Planner

Five years of increasingly responsible professional transportation planning experience. Possession of a Master's degree in Urban or Transportation Planning or a related field, or certification as a Certified Planner from the American Institute of Certified Planners, may substitute for one year of transportation experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, transportation engineering, architectural design, transportation planning or a related field.

Licenses/Certifications:

None

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 6584/6881

Salary Range: 36/40

FLSA: Exempt